FSIS NOTICE	46-15	8/3/15

MIGRATION TO THE ENTERPRISE ACTIVE DIRECTORY (EAD) FOR ALL OFO EMPLOYEES

I. PURPOSE

This notice announces the mandatory migration to the Enterprise Active Directory by September 30, 2015, for all OFO employees.

II. BACKGROUND

The EAD project is a USDA mandatory initiative to consolidate the computer and user accounts of each agency into a single USDA enterprise domain to realize cost savings and improve the agency's security posture.

III. EAD MIGRATION PROCESS

A. Determine whether you are a Non VPN user or VPN user:

  1. **Non VPN User:** When you connect to email via Outlook, and you are NOT required to authenticate via the Cisco AnyConnect VPN (Note – Non VPN Users' migrations tend to be shorter and generally require little to no customer involvement.); or

  2. **VPN User:** When you connect to email via Outlook, and you are required to authenticate via the Cisco AnyConnect VPN (Note – The VPN user migration is interactive, and users need to be available and with the computer during the migration).

B. Each migration could take up to 4 hours. Therefore, employees are to schedule an appointment to migrate to EAD at a time when he or she can be without a computer for 4 hours.

C. Before the migration process can begin, employees need to select a preferred migration date and timeslot. There are three timeslots available for migration (10am ET, 2pm ET, 7pm ET and 11 ET). Please note that those in different time zones need to schedule a migration appointment as **ET** and take the time difference into account when making their timeslot selection. For example, users in the central time zone who select the 2:00 pm migration timeslot need to be ready to migrate at 1:00 am CT.

D. In addition to the date and timeslot selection, users will need to complete a questionnaire to provide critical data required for the migration, such as "Computer name" and "User ID." All of these arrangements need to be made using the EAD Migration SharePoint site, which will be provided by your supervisors.

E. For shared computers, supervisors need to identify one employee to schedule and conduct the migration. That employee needs to provide the names of all other users who share that computer.

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F. To control the number of users scheduling migration appointments at one time, OFO Headquarters has developed a comprehensive circuit schedule. One circuit per district, per day has been identified to access the EAD Migration SharePoint site to schedule a migration appointment within a two week period. For example, the Stockton, Chicago, Portland, East Berlin, Austin, Charlotte, Chillicothe, Sumter, Houston, and Forest circuits will have access to the EAD Migration SharePoint site on August 5, 2015. On the assigned date (8/5/15), employees in those circuits will need to schedule a migration appointment for some time within the next 14 days (8/6/15 – 8/20/15).

G. Employees will receive the circuit schedule and instructions for creating an EAD migration appointment from their district office.

H. Only 15 users per district can migrate per day. The EAD Migration SharePoint site is not automated and cannot limit the number of calendar entries; however, the screen shot provided below will indicate how many appointments have been scheduled. Employees are not to schedule an appointment on a day that already has 15 entries.

# of entries already scheduled
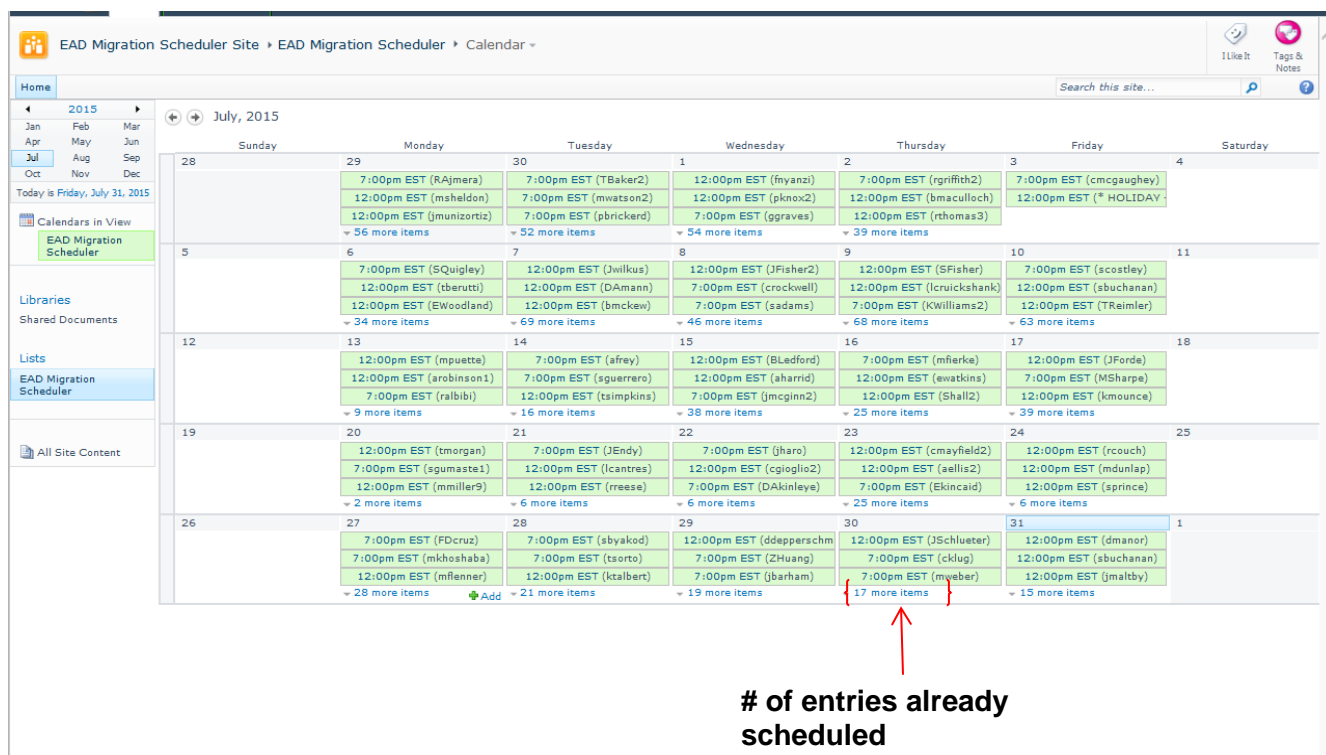
I. Migration appointments are to be made at least 24 hours in advance of the preferred migration date and time. This lead time is required to allow the migration technician to perform preparatory work before the migration takes place. Appointments made less than 24 hours in advance will not be accepted.

J. Migrations are only conducted Monday – Friday (excluding federal holidays) and are to be scheduled during an employee's regular tour of duty. Overtime pay is not preferred; however, in an urgent situation, overtime pay can be authorized with supervisory approval.

K. If you need to cancel a migration appointment, notify your immediate supervisor and send an email with the subject "Cancel Migration Appointment" to FSISEADMigrationTeam@fsis.usda.gov at least 2 hours before your scheduled appointment. Appointments cannot be cancelled less than 2 hours before a scheduled migration.

L. Within 24 hours of their preferred migration date, employees will receive an email confirming the date and time along with migration instructions.

M. For employees who connect via the VPN, OCIO will provide AT&T conference call instructions. Employees are to be available for the duration of the conference call.

IV. POST-MIGRATION

A. Before logging in, users need to verify that the computer has been migrated to the new domain. Check to see that the login screen shows "USDA" as the domain. For example, there should be a note under the username and password screen that says "Log on to: USDA." LincPass users are to switch to the username/password screen before going back to log-in with the LincPass card.

B. If your computer was successfully migrated, you will login with your same Windows user login or LincPass.

C. For employees who share a computer, once your user information has been associated with a shared computer, you are to use only that one computer associated with your migration.

D. Employees assisting with the migration of shared computers need to print the "Post Migration Instructions" provided by OCIO and tape them to the computer, so that other users on different shifts can use them.

V. QUESTIONS

If you have any questions, contact one the program area point of contact (POC) listed below:

OFO EAD POCs		
	POC #1	**POC #2**
	Arriell Garner	Alexandra Tarrant
	Email: Arriell.Garner@fsis.usda.gov	**Email:** Alexandra.Tarrant@fsis.usda.gov
	Desk: 202-720-4086	**Desk:** 202-690-6470
	Mobile: 202-578-3510	**Mobile:** 202-407-6844

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